



**DEPARTMENT OF THE ARMY  
USACHRA, NORTHEAST REGION  
CIVILIAN PERSONNEL ADVISORY CENTER  
ABERDEEN PROVING GROUND, MARYLAND 21005-5001**

***CIVILIAN PERSONNEL BULLETIN***

**December 2006**

**No. 2-06**

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***IN THIS ISSUE***

- Leave Transfer Program
- Leave Status During Activity Closing
- Pipeline Training is Coming!
- Emergency Leave Transfer Program
- Non-Appropriated Funds (NAF) Human Resources Office (HRO)
- Changes to Sick Leave Regulations
- Rights to Union Representation
- Civilian Deployment
- Interactive Customer Evaluation (ICE)
- Processing Request for Personnel Action: 780 Name Change
- APG 90<sup>th</sup> Anniversary Celebration
- MyBiz on CPOL
- More News on MyBiz – Password Resets
- The Work Number for Everyone
- Department of the Army (DA) Emergency Contact Database
- Civilian Education System
- Conference Registration Fee Payments
- BRAC Indicator Coding Information
- National Security Personnel System (NSPS)

**MANAGER'S CORNER**

- Recruiting Using the Federal Career Intern (FCIP) Authority
- DA Emergency Contact Database for Managers and Human Resource Specialists
- My Workplace Facts
- Deployed Civilian Assignments



**December 2006**

**No. 2-06**

### **LEAVE TRANSFER PROGRAM**

As the leave year draws to an end on January 6th, 2007, many employees find themselves with annual leave they are unable to use. The Voluntary Leave Transfer Program (VLTP) offers employees a means to transfer, or donate their leave to a fellow employee with medical emergencies.

Donations may be made to any qualified federal employee (a local list is printed every other week in the APG News). To be eligible for donations a federal employee must have exhausted both their annual and sick leave balances in accordance with the program.

In order to donate to a local employee, the donor must complete the OPM 630-A form, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program, indicating the intended recipient and number of hours to be donated. This form should be submitted to the Civilian Personnel Advisory Center.

To donate to a federal employee from an outside agency, the donor must complete the OPM 630-B form, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program, indicating the intended recipient and number of hours to be donated. This form should be submitted to the Civilian Personnel Advisory Center.

By law, annual leave is the only leave allowable for transfer/donations (Title 5 Code of Federal Regulations, Part 630). Leave donations are not tax deductible. In a leave year, a leave donor may donate no more than a total of one-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made. The limitations on donating leave, as cited above, can be waived if the donor is a family member of the recipient. If the employee is in the eight-hour leave category, the maximum that can be donated is 104 hours; in the six-hour category, 78 hours; and in the four-hour category, 52 hours.

Leave must be submitted by December 15th to ensure timely processing. Completed forms may be faxed to 410-278-7652. For more information, call Ronda McKinney at 410-278-8988.





December 2006

No. 2-06

### **LEAVE STATUS DURING ACTIVITY CLOSING**

With the coming of winter's snow and ice, it may be helpful to know about some of the rules that govern base closings and the use of leave. So, grab a cup of hot chocolate or coffee and find out when you will and will not be charged for taking leave!

1. If the activity closed during duty hours – whether an eligible employee should or should not be charged annual leave depends on his/her duty or leave status at the time of dismissal, except “essential employees” determined as follows:

a. If the employee was on duty when the activity closed, there is no charge to leave for the remaining hours of the tour of duty following dismissal;

b. If the employee was on scheduled leave for the entire day (annual leave, sick leave), the entire absence is charged to the appropriate leave category;

c. If the employee was on duty and departed on leave after official word was received, but before the time set for dismissal, leave is charged only from the time the employee departed until the time set for dismissal;

d. If the employee was scheduled to report for duty after an initial period of leave (e.g., sick leave for a medical appointment) and dismissal is given before the employee can report, leave is charged until the time set for dismissal.

2. If the activity closed before the start of the workday and:

a. The decision to close is made during the off-duty hours, and employees are advised that the activity will be closed for the entire day, all employees are placed on administrative leave, regardless of what their leave status was to have been for the day.

b. The installation or an activity was temporarily closed prior to the beginning of the employee's tour of duty and subsequently opens, the employee who requested leave for the remainder of the day, would be charged the amount of leave from when the installation opened to the end of his/her tour of duty.

For situations not covered above, contact your CPAC HR Specialist. For installation status, contact the APG Operations Center Snow/Emergency Hotline, 3-Snow or 410-278-7669.



No. 02-6

December 2006

### **PIPELINE TRAINING IS COMING!!**

In 2006, the Department of Defense rolled out their new program to assist with eliminating older claims from the rolls of installations throughout the United States. This new program is called "Pipeline." In 2007, the Injury Compensation Program Administrator (ICPA), Cheryl Adams, will be providing briefings on this subject for all organizations throughout APG. If your organization has older claims on the rolls, then you should be contacted.

Pipeline is a program which rewards the installation with money for any employee that can be brought back to a full duty status, regardless of how long they have been off duty. This is the challenge facing us today. We can accomplish this mission if we all work together and that is what the pending training is all about.

Please contact Cheryl Adams at your earliest convenience to start scheduling dates for your organization to meet about Pipeline! at (410) 306-1091 or [Admin.Feca@apg.army.mil](mailto:Admin.Feca@apg.army.mil).



### **EMERGENCY LEAVE TRANSFER PROGRAM**

On 1 September 2005, President Bush directed the Office of Personnel Management (OPM) to establish an Emergency Leave Transfer Program (ELTP) to assist employees affected by Hurricane Katrina. On 14 September 2006, a Government-wide program was announced to coordinate the interagency transfer of annual leave donated under ELTP. The ELTP permits employees to donate their unused annual leave for transfer to employees of their agency or other agencies who are adversely affected by a major disaster or emergency, such as Hurricane Katrina, and who need additional time off from work.



December 2006

No. 2-06

### **EMERGENCY LEAVE TRANSFER PROGRAM (con't)**

There is an URGENT need for donated annual leave for Federal employees in the Gulf Coast Regions of Louisiana and Mississippi that continue to be affected by Hurricane Katrina and its aftermath. As of 14 September 2006, 18,000 additional hours of annual leave were still needed to meet the needs of its approved emergency leave recipients.

An emergency leave donor may donate a minimum of 1 hour of annual and a maximum of 104 hours of annual leave. An emergency leave donor may not donate annual leave for transfer to a specific emergency leave recipient. An emergency leave recipient may not receive more than 240 hours of donated annual leave at any one time from an emergency leave transfer program.

Interested employees should complete OPM Form 1638, Request to Donate Annual Leave Under the Emergency Leave Transfer Program and return it to the APG Civilian Personnel Advisory Center located at 305 Longs Corner Road. A copy of Form 1638 may be found at [http://www.opm.gov/forms/pdf\\_fill/opm1638.pdf](http://www.opm.gov/forms/pdf_fill/opm1638.pdf). If you have any questions concerning the ELTP or you want to request a copy of Form 1638, please contact Ronda McKinney or Melda Callender at the APG CPAC. You can reach Ronda McKinney at 410-278-8988, DSN 298-8988, [ronda.w.mckinney@us.army.mil](mailto:ronda.w.mckinney@us.army.mil) or Melda Callender at 410-278-8997, DSN 298-8997, [melda.callender@us.army.mil](mailto:melda.callender@us.army.mil).



### **NONAPPROPRIATED FUNDS (NAF) HUMAN RESOURCES OFFICE (HRO)**

If you are interested in NAF employment opportunities, you may access our vacancy announcements at: <http://acpol.army.mil/employment/naf.htm>. If you see an announcement that you would like to apply for, you should also access the NAF Job Application Kit which explains how to complete your application and provides the required forms: <http://cpol.army.mil/library/naf/jobkit>.

Our higher level (NF-04 and above) positions are recruited by the Department of Army (DA) Morale, Welfare and Recreation (MWR) Referral Program. If interested, you must apply at: [www.mwrjobs.army.mil](http://www.mwrjobs.army.mil)

If additional applicants are required, we routinely advertise in local newspapers such as the APG News.



No. 2-06

December 2006

### **Nonappropriated Funds (NAF) Human Resources Office (HRO) (con't)**

Items of interest to current NAF Employees: You may access information pertaining to Benefits at: [www.NAFBenefits.com](http://www.NAFBenefits.com). Copies of leave and earnings statements may be obtained at: <https://myPay.dfas.mil>. All NAF employees should have an AKO account: <https://www.us.army.mil>. The NAF employee Handbook may be accessed at: <http://cpol.army.mil/library/naf/handbook>.

Lifeguards and Pool Operators should be encouraged to call 410-278-8992/5127 during the Christmas Holidays if they are interested in working at APG next summer.

Please call 410-278-5126 if you have any questions regarding NAF employment opportunities.



### **CHANGES TO SICK LEAVE REGULATIONS**

Effective 18 September 2006, changes were made to civilian sick leave regulations. The change removes the requirement for employees to maintain a minimum sick leave balance of 80 hours in order to use the maximum amount of sick leave when providing care for a family member, making arrangements necessitated by the death of a family member or attending the funeral of a family member. The maximum amount continues to be up to 13 days for general medical care of a family member or bereavement or up to 12 weeks for a serious health condition of a family member.



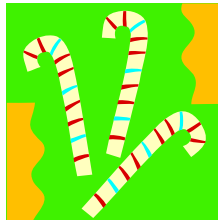
**December 2006**

**Number 2-06**

### **Changes to Sick Leave Regulations (con't)**

In addition to ending the 80-hour balance requirement, OPM's new regulation states that an agency may advance an employee up to 30 days of sick leave for a serious disability or ailment of the employee or a family member or for the purposes related to the adoption of a child.

Lastly, the new regulation also standardized the time period of 15 calendar days within which an employee must provide administratively acceptable evidence as to the reason for his or her use of the sick leave. However, if it is not possible to provide the requested information despite the employee's diligent efforts, they must produce the medical documentation within a reasonable period of time, but no later than 30 calendar days.



### **RIGHTS TO UNION REPRESENTATION**

The Civil Service Reform Act of 1978 requires that employees which are represented by a union be notified annually of their right to union representation at any examination by a representative of the agency in connection with an investigation if the employee reasonably believes the examination may result in disciplinary action. The text of the law is as follows:

Section 7114(a)..."(2) An exclusive representative of an appropriate unit in any agency shall be given the opportunity to be represented at any examination of an employee in the unit by a representative of the agency in connection with an investigation if (I) the employee reasonably believes that the examination may result in disciplinary action against the employee; and (II) the employee requests representation.



No. 02-6

December 2006

### **CIVILIAN DEPLOYMENT**

Are you deploying or being called to Active Duty? If so, it is very important you contact your servicing CPAC HR Specialist. There are a number of issues that need to be taken care of before you depart and failure to do so could result in errors to your pay and benefits. Please remember to contact your CPAC HR Specialist for guidance before you deploy.



### **INTERACTIVE CUSTOMER EVALUATION (ICE)**

The Civilian Personnel Advisory Center (CPAC) website has a new feature – the Interactive Customer Evaluation (ICE). ICE is a survey tool that allows you to comment on your satisfaction with the help you receive at the CPAC. We are asking for your feedback so we can continue to improve our service to you – our customers. The survey asks about staff attitude, the timeliness of the service you receive, whether your needs were met, and your overall satisfaction with your CPAC experience. If you need a response to your survey, you can request one, by providing your contact information. You don't need to give contact information if you don't require a response and your identity will remain unknown, but you can be sure that we'll read every comment that we receive. So, if you want us to know about your experience at the CPAC, go to our website at <http://www.apg.army.mil/cpac/index.html>, click on the ICE icon, and put your opinion on ICE.







December 2006

No. 2-06

**PROCESSING REQUESTS FOR PERSONNEL ACTION (RPA): 780 NAME CHANGE**

In August 2006, CHRA issued NER SOP 690-01 providing guidance on the new process for requesting Name Changes using the AUTONOA process. The Name Change RPA is only appropriate when the basis for the name change is the result of a legal action, such as a marriage, divorce, legal name change, etc. The Name Change RPA is not to be used when the initial RPA for bringing the employee on board to an organization contains a misspelled name. The RPA should not be submitted until the name change has occurred and the employee has notified the Social Security Administration. For specific guidance, refer to CHRA NER SOP 690-01.



**APG 90<sup>th</sup> ANNIVERSARY CELEBRATION**

The year 2007 will mark the 90<sup>th</sup> anniversary of Aberdeen Proving Ground. Celebrations will be on-going throughout the year and into early 2008. Be sure to attend some of the myriad of events planned to commemorate this personally significant milestone in the lives of all those who are and have been employed or stationed here at APG.



No. 2-06

December 2006

### **MYBIZ AND MY WORKPLACE ON CPOL**

MyBiz and My Workplace are changing the way employees and supervisors access personnel information about themselves and their staff members. Starting last June, employees and supervisors have been able to log-on to MyBiz, My Workplace, and access information stored in the Department of Defense Personnel Data System (DCPDS). Employees can update their personal information, and supervisors now have a tool available to view personnel data on their staff, which has been consolidated from various source documents at one location in My Workstation, directly from their desktops.

MyBiz is an exciting new Web-based Oracle application that allows employees secure, real-time, on-line access to information from their official personnel records. Items that can be viewed include such fields as salary, benefits, like Thrift Savings Amounts, Life & Health Insurance, appraisal and awards, performance evaluation data, current and past appointments, position data and other personal information.

MyBiz supports other DoD crucial information programs such as the NSPS and EEO Programs. By using MyBiz, employees can update personal information such as emergency contact home telephone number, e-mail address, disability, ethnicity, and race identification information. In addition, changes can also be made to the foreign language proficiency and education level information on file.

My Workplace was developed for the busy manager. It brings key information regarding all subordinate employees within their units together, in one location, thus streamlining the human resource decision-making process, and allowing managers to more easily balance their human resource responsibilities with other day-to-day demands.

With quick and easy access to employee personnel information, managers can make decisions on budgets, staffing plans, and manage work distribution within their units.

To view key features power point slide please go to the CPAC website at: <http://www.apg.army.mil/cpac/index.html>, click on MyBiz and My Workplace information power point. For additional information, please contact your CPAC HR Specialist.



December 2006



No. 2-06

### **MORE NEWS ON MYBIZ - PASSWORD RESETS**

#### **Attention All Employees**

MyBiz has a new feature available that enables users (those with SSN accounts, not normal DCPDS accounts such as john.doe-mgr) to reset their own passwords as long as they remember the security question/answer they chose when first signing up for MyBiz. Due to the tremendous increase of individuals using the MyBiz feature, CPOC has been very busy resetting passwords.

As of 7 Dec 06, the CPOC will no longer reset MyBiz Passwords. They will only reset the security question and answer. The CPOC is expecting an initial rush as they help individuals who do not remember the security question and answer they selected.

If you know the answer to your security question, you can reset your own password. All you need to do is click on “Forgot Your Password” at the bottom of the sign on screen. You will then see a screen titled “Reset Password.” Fill in each block with an asterisk (\*) as they are required fields, and then click on the “Proceed” button. After you click the “Proceed” button, you will see a screen with the comment, “Confirmation your password has been reset successfully.”

#### **Managers Only**

You will need to reset your password for DCPDS every 60 days before it expires. When you log into DCPDS you will have a reminder to reset your password. The “Forgot Password” does not work for managers in DCPDS. If you need additional help, please contact your CPAC HR Specialist.





No. 2-06

December 2006

### **THE WORK NUMBER FOR EVERYONE**

As a reminder to everyone seeking to obtain verification of employment, effective 4 December 2000, all requests for employment and salary information should have been directed to "The Work Number for Everyone," an automated employment verification service that allows you to have your employment and salary verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications, and apartment leases - anything you need that requires proof of employment. It is quick, accurate and, best of all, it's easy.

"The Work Number for Everyone" will speed up this process by giving you and your verifier access to employment information 24 hours a day, 7 days a week. "The Work Number for Everyone" is a cost-effective and environmentally smart way for Department of the Army employees to have their employment verified confidentially.

You may also visit our website at <http://cpol.army.mil/library/benefits/talx> where detailed brochures are available. To speak with a Work Number Customer Service Representative for more information, call 1-800-996-7566 (Voice) 1-800-424-0253 (TTY/Deaf). Automated Help is available 24 hours per day. Customer Service Representatives are available 7:00 am until 8:00 pm CST, Monday-Friday.

### **FAMILY MEDICAL LEAVE ACT (FMLA) GUIDANCE**

Are you aware that under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 work-weeks of unpaid leave during any 12-month period? FMLA leave is in addition to other paid time off available to an employee and can be used for the following purposes:

- the birth of a son or daughter of the employee and the care of such son or daughter;
- the placement of a son or daughter with the employee for adoption or foster care;
- the care of spouse, son, daughter, or parent of the employee who has a serious health condition; or
- a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions.



December 2006

No. 2-06

### **Family Medical Leave Act (FMLA) Guidance (con't)**

If you need to invoke your right to leave under the FMLA statute you should provide notice of your intent to take family and medical leave not less than 30 days before leave is to begin, or in emergencies, as soon as is practicable. Under certain conditions, you may use the 12 weeks of FMLA leave intermittently. An agency may request medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee. Upon return from FMLA leave, you will be returned to the same position or to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.

For more information on the rules and regulations governing FMLA, visit the following link:  
<http://www.opm.gov/oca/leave/HTML/fmlaregs.htm>

You are also encouraged to contact your CPAC HR Specialist for additional assistance or guidance regarding FMLA.

### **DEPARTMENT OF THE ARMY EMERGENCY CONTACT DATABASE**

Employees are reminded to register or update their emergency contact data in the Army Emergency Contact Data Base. You may register and enter your emergency contact data through the EMPLOYEE TAB in CPOL (<http://acpol.army.mil>, **Click on EMPLOYEE Portal, Login using your AKO account, Click on EMPLOYEE Tab, Click on Emergency Contact and follow instructions**). The emergency data you provide will be used for emergency contact(s) and processing or assisting with the necessary documentation in the event of injury or death. The information is only available to authorized individuals who will be directly involved in the actual notification process. Your cooperation is needed to enable your activity to promptly notify the emergency contact of your choosing. It will also prevent delay in notification to your next of kin in the event of an emergency or death. If kept accurate, it will help expedite the processing of benefits and claims for your dependents and survivors. In addition to maintaining accurate emergency contact data, it is important that your designation of beneficiary forms for appropriate benefits are also current. An increase or decrease in dependents, marital status, or other significant changes may require a change in your designation of beneficiary.



No. 2-06

December 2006

### **CIVILIAN EDUCATION SYSTEM**

**What is it?** The Civilian Education System (CES) concept originated from a Chief of Staff, Army (CSA) mandate to implement and sustain a CES that provided enhanced training and education opportunities for Army civilian leaders comparable to that provided to officers, warrant officers, and noncommissioned officers. The CES leader development program includes the Civilian Foundation Course (for new Army civilians) and three levels of leader development training - the Basic Course (for First-Line supervisors), the Intermediate Course (for more senior supervisors), and the Advanced Course (for managers of supervisors or programs). The CES learning strategy is progressive and sequential with each course providing required leader training for the current role and the building blocks for the next. The CES training strategy is a combination of distributed learning and resident instruction. CES courses are based on leadership competencies from the Office of Personnel Management and the Center for Army Leadership's FM 6-22, Army Leadership. In order to promote full participation across the Army, training policies will support mandatory training for civilians in leadership positions and a life-long learning approach.

**What has the Army done?** In accordance with the CSA-approved Army Training and Leader Development-Civilian (ATLD-Civ) Implementation Plan (dated June 2003), proponentcy for civilian leader development was transferred from the Deputy Chief of Staff (Personnel) to the Deputy Chief of Staff (Operations) with Training and Doctrine Command (TRADOC) as executive agent. After creating the CES framework, TRADOC developed a CES concept plan that specified the organizational structure, manpower, resources, timelines, and products required to implement and sustain the CES Leader Development System. TRADOC's Combined Arms Center (CAC) has lead responsibility for developing and implementing CES. Within CAC, the Command and General Staff College is directing Army Management Staff College efforts to develop the CES curriculum and provide for initial implementation in January 2007. Legacy civilian leader development courses will not be offered after the summer of 2006 so that initial implementation of CES will meet the high standards required to develop Army civilian leaders.

**What does the Army have planned for the future?** The Army will create policy mandating civilian leader participation in the appropriate CES course for individual leaders. As additional resources are provided, additional CES infrastructure to support the system will be ramped up and more leaders will be developed. Fielding the new CES courses in January 2007 will increase the quality of civilian leaders and enhance their ability to support the transforming modular force and an Army at war.



December 2006

No. 2-06

### **Civilian Education System (CES) (con't)**

**Why is this important to the Army?** Although Army civilians have historically made significant contributions in the execution of the Army's mission, our reliance on civilians today is even more pronounced. The Global War on Terrorism has diverted uniformed leaders increasingly from Generating Force roles to warfighting missions. As the Army transforms, Army civilians will assume a greater number of leadership roles and responsibilities to support Army operations at war. Freeing-up military manpower to perform more military-specific tasks required in the contemporary operating environment is critical. A fully implemented CES will meet the Secretary of the Army's vision to develop leaders who are multi-skilled and possess the attributes of the 21st century Army Pentathlete.

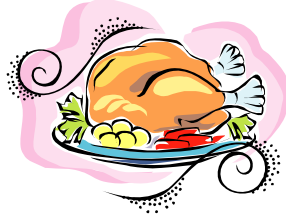
The new CES Policy was approved on 22 November 2006 by General Lovelace. The CES policy provides guidance as the Army implements the new CES program in January 2007 for the Army Civilian Corps. The purpose of this policy is to provide guidance on Army civilian leader development programs and specific guidance for implementing the Foundation, Basic, Intermediate and Advanced Courses which are the core leader development courses of the new CES. CES policy will be forthcoming in phases and all policy phases will be included in the next change or revision of AR 350 -1, Army Training and Leader Development. Look for the CES FY-07 schedule and application process. For more information, contact your activity training coordinator or CPAC HR Specialist.

### **CONFERENCE REGISTRATION FEE PAYMENTS**

The Joint Travel Regulation (JTR) was changed, effective 25 September 2006, regarding the payment of conference registration fees. The method utilized to pay a conference registration fee will be determined by the purpose of the conference.

If a registration fee is for a conference or meeting that meets the definition of training, as defined in the Code of Federal Regulations (5 CFR 410.404), the discounted or early bird registration fee may be paid with a Government Purchase Card (GPC). An approved DD Form 1556 should be provided to the cardholder to justify the advanced payment. If a registration fee is for a conference or meeting that does NOT meet the definition of training, the discounted or early bird registration fee may be paid with an individual's Government Travel Card.

A local Defense Travel System (DTS) voucher must be created prior to the conference attendance in order to ensure the travel card bill is paid on time. A written authorization to attend the subject conference should be included in the documentation of the voucher. The written authorization should contain the statement "If the employee fails to attend this pre-paid conference, for reasons



No. 2-06

December 2006

### **Conference Registration Fee Payments (con't)**

deemed inexcusable by the agency and is unable to obtain a refund, the employee must repay the agency for the conference registration fee." If the employee was unable to attend the conference because of an agency decision or for reasons beyond the employee's control, and a refund is not available, the agency must absorb the cost. Approving Officials must ensure that conference fees approved and paid via a DTS Voucher prior to a conference are not duplicated on the DTS voucher covering the actual conference attendance.

Contact your CPAC HR Specialist for questions or guidance.

### **BRAC INDICATOR CODING INFORMATION**

Guidance regarding the BRAC indicator coding for employees eligible for the restored leave provisions is posted to the CHRA website at the following link:

[http://www.chra.army.mil/jobaids/Job\\_Aids/Restoration.pdf](http://www.chra.army.mil/jobaids/Job_Aids/Restoration.pdf).

The information provided in this link includes information on what the employee should see on their Leave and Earnings Statement. It also explains what will happen to the leave for employees who move from a position that is not covered by BRAC towards the end of the leave year and when the restored leave from the 2006 leave year will appear on their LES.

It is critical that positions are coded correctly with the BRAC indicator code when applicable, and that the coding is verified for newly created positions when employees are reassigned, or otherwise moved to different positions. The BRAC indicator code has been added as an item on the gatekeeper that managers must complete when submitting RPAs for positions being filled in BRAC affected organizations. Initially, a spreadsheet was being maintained to track those UICs and GEOLOC combinations that were deemed eligible for the BRAC restored leave provisions. Since no logic existed on which to base the coding decisions, those efforts were stopped.

A helpdesk ticket has been added to the Pay Problem Reporting Tool in Portal so incorrect or missing BRAC indicator codes can be reported by the organizations through their CPACs. Detailed instructions for coding the BRAC indicator code in a variety of situations were previously provided to the CHRA Payroll Liaisons in each region as part of the payroll reconciliation process.

For additional information or should you have any questions, please contact your CPAC HR Specialist for assistance.





### **NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)**

Conversion to the National Security Personnel System (NSPS) began in April 2006 with the Civilian Human Resources Agency (CHRA) being the first Army agency to convert under spiral 1.1. Since then, additional activities have been identified to convert under spiral 1.2 during November 2006 through January 2007 and spiral 1.3 with tentative conversion dates of March - April 2007. The Civilian Personnel Advisory Center (CPAC) has conducted 41 training classes locally at APG for more than 1,000 employees and supervisors during July through December. Additionally, CPAC NSPS instructors have provided training support to HQDA and HQAMC. The supervisory course includes two days of training and employee sessions are one day. The courses are divided into two segments, Human Resources Elements and Performance Management, and provide a basic overview of NSPS. Training courses will resume in January and are currently scheduled through April to accommodate the remaining spiral 1.2 and 1.3 employees. To prepare for NSPS conversion, employees may take the NSPS 101 overview course on-line available at <http://www.cpms.osd.mil/nsps/nsps101/nsps/index.htm>. Additionally, Core Competency Training covers topics such as change management, interpersonal communications, coaching and counseling, and performance management. The CCT is also available through the CHRA website at <http://www.chra.army.mil> which uses Army e-learning at <https://usarmy.skillport.com/rkusarmy/login/usarmylogin.cfm>.





No. 2-06

December 2006

## **MANAGER'S CORNER**

### **RECRUITING USING THE FEDERAL CAREER INTERN PROGRAM (FCIP) AUTHORITY**

FCIP positions are excepted service positions, and the provisions of 5 CFR 302 apply regarding rating, ranking, selection and appointment:

**FCIP Subject to Administrative Careers with America (ACWA) Examining:** You must use the appropriate ACWA assessment tool when filling positions covered under the Luevano Consent Decree. The candidates must be numerically ranked on the certificate, taking into account veterans' preference (i.e., for non-professional positions or professional positions lower than the GS-9 level. The rule of three also applies. Though no public notice is required, we are still required to comply with merit principles. To comply with merit principles, it is recommended that an announcement be posted on CPOL for a minimum of 5 days, or flyers can be posted at colleges and job fairs. If the activity can justify and document the need for a shorter announcement period (ex. In past experiences, the activity received 100+ applications on the first day), then they may do so.

**FCIP Not Subject to ACWA Examining:** Candidates may be referred in either the numerically ranked or unranked (preference category) order. Veterans preference still applies, the rule of three does not. Though no public notice is required, we are still required to comply with merit principles. To comply with merit principles, it is recommended that an announcement be posted on CPOL for a minimum of 5 days, or flyers can be posted at colleges and job fairs. If the activity can justify and document the need for a shorter announcement period, then they may do so.

Contact your CPAC HR Specialist with any questions regarding this program.





December 2006

No. 2-06

### **DA EMERGENCY CONTACT DATABASE SYSTEM FOR MANAGERS AND HUMAN RESOURCE SPECIALISTS**

The Department of the Army Emergency Contact Data Base System was established in March 2002 as a result of the lessons learned from the September 11th terrorist attacks. The system was implemented for all Appropriated and Nonappropriated fund civilian employees. Registration was to be completed within 60 days. The emergency contact data was to be readily available in the case of an emergency or death of an employee. Employees were encouraged to review their emergency contact data on an annual basis.

Effective 7 December 2006, a link to the Emergency Contact Database Reports was added to the Manager and HR Specialist Tabs in Portal. There are four standard reports that provide the necessary registration statistics and pertinent contact information that would be needed in an emergency situation or death of an employee. Supervisors, managers and other authorized officials who have an Army Knowledge Online (AKO) login/password and Customer Support Unit (CSU) user id/password will be able to extract reports from the Emergency Contact Database. As with other applications, what you can see in the database relates to your DCPDS permissions.

To access database, go to: <http://acpol.army.mil>, select Employee Portal, login using AKO account, click on Mgr Tab, under Automation Tools click on Employee Contact Database Reports.

If you have any questions, please contact your CPAC HR Specialist.

### **MY WORKPLACE FACTS**

What is My Workplace?

- ❖ A tool where supervisors can initiate NSPS performance plans and ratings for the employees they supervise.



No. 2-06

December 2006

### My Workplace Facts (con't)

Who gets My Workplace?

- ❖ Employees with a supervisory code of 2 or 4 *and* their Self Service Hierarchy (SSH) is built in DCPDS will automatically receive My Workplace.

! My Workplace does not require the supervisor or his/her employees to be under NSPS.

How can I access My Workplace?

- ❖ Access and instructions are found on CPOL.

What happens when the supervisor leaves?

- ❖ His/her My Workplace account automatically end-dates when supervisory status code is no longer a 2 or 4 or the supervisor is an ex-employee.

! Supervisor should transfer the plans/appraisals or process Close-Out Assessments prior to leaving.

How can plans/appraisals be transferred to another supervisor?

- ❖ Supervisor can use the Change Rating Official option to transfer the plan/appraisal
- ❖ HR Specialist can use the CIVDOD Performance Management Administrator responsibility to transfer the plan/appraisal

What does the SSH have to do with My Workplace?

- ❖ Determines which supervisors get an account
- ❖ Determines which employees the supervisor can create Performance Plans for
- ❖ Determines the default higher-level reviewer (the supervisor's supervisor)

! Performance Plans are not attached to the SSH. Once created, the Plans stay with the originator unless transferred to another supervisor's My Workplace.

December 2006



No. 2-06

### My Workplace Facts (con't)

What happens if the SSH is wrong?

- ❖ The supervisor will not be able to initiate a Performance Plan on an employee unless that employee is in his/her SSH.

! Changing the SSH will not cause existing Plans/Appraisals to move to the correct supervisor.

Who can fix the SSH?

- ❖ HR Specialists (Classification) can fix the SSH.

Is the SSH the same as my list of employees in CPOL?

- ❖ Not necessarily. The SSH links the employees you are responsible for supervising to your My Workplace account. The employee list you see in Portal may contain employees that you do not directly supervise, so you will not see them in My Workplace.

Who can initiate new Performance Plans?

- ❖ The supervisor or the employee

! Once a Plan is in progress, users cannot create a second one for the same appraisal period unless the original one is deleted.

! Plans should only be initiated on employees already under NSPS.

When a supervisor transfers the plan/appraisal to the employee, what happens?

- ❖ The plan/appraisal becomes available for the employee to update in his/her My Biz account.

! Only one user at a time can update a plan/appraisal. If the plan/appraisal has been transferred to the employee, the supervisor cannot modify the plan/appraisal until it is sent back.



### My Workplace Facts (con't)

What can the employee do when he/she has the plan/appraisal?

- ❖ Input or modify his/her self-assessment
- ❖ Input or modify the working version of his/her performance objectives
- ❖ Acknowledge the plan/appraisal

How can a supervisor get a plan/appraisal back if the employee does not send it?

- ❖ The supervisor can retrieve the plan/appraisal by clicking the “Retrieve Appraisal” icon.

What happens if the higher-level reviewer is not going to be the supervisor’s supervisor?

- ❖ The Performance Appraisal Application (PAA) allows the supervisor to override the default value for the higher-level reviewer prior to transferring the Plan/Appraisal.

! Overriding the default value for the higher-level reviewer must be done each time the Plan/Appraisal is transferred. The change will not be permanent unless the SSH is changed.

### **DEPLOYED CIVILIAN ASSIGNMENTS**

Effective 10 October 2006, management is now required to initiate a Request for Personnel Action (RPA) to document and track deployment of civilians to certain military contingency operations in the Defense Civilian Personnel Data System (DCPDS) even if the employee has since returned. These personnel actions establish the new assignment location (reassignment), indicate an extension of an assignment (extension of reassignment), and note the return of an employee to their position of record (termination of reassignment). The Notification of Personnel Actions (NPA) will become a permanent part of the employee’s Official Personnel Folder (OPF). For proper processing, these actions should be flowed to the XYZ-4DEPLOYED/COPD group box.



December 2006

No. 2-06

**Deployed Civilian Assignments (con't)**

In addition, if an employee's Fair Labor Standards Act status (FLSA) is non-exempt, it should be changed to exempt with a separate RPA to coincide with the day after arrival in "theatre." This change must be reversed with another RPA upon return of the employee to the position of record. These actions are sent to payroll and are necessary to prevent overpayment while deployed.

For more information, please contact your CPAC HR Specialist.

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Notes:

- Questions about information in the Bulletin should be directed to your designated CPAC HR Specialist, in the absence of cited POC.
- The Bulletin Editor (Suzanne Schultz) welcomes your opinions, ideas, and suggestions. Correspondence from individuals and organizations is welcome. All correspondence must have the name and location of the originator, in the event there is a need to reach the author for additional information.

***SEASONS GREETINGS TO ALL APG EMPLOYEES  
FROM YOUR  
CIVILIAN PERSONNEL ADVISORY CENTER***